



CITY OF ATLANTA

Job Announcement

INVENTORY MANAGER

STARTING SALARY: \$47,554

Negotiable up to \$64,812 based on qualifications

Salary Grade: 24

Applications Accepted From: June 5, 2006 until Vacancy is filled

Minimum Job Requirements *

Applicants for this position must have a Bachelor's degree in Business/Public Administration or a related field and five years of progressively responsible stores management experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Licenses and Certificates*

Applicants must possess a valid driver's license at the time of application. A valid Georgia driver's license is required at the time of appointment.

Duties of the Job

This employee provides management oversight for all Drinking Water warehouses; supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals; supervises and participates in the keeping of necessary inventory records and preparation of reports; makes recommendations for improvements affecting the efficiency and quality of the various warehouses; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification will be required prior to appointment.